

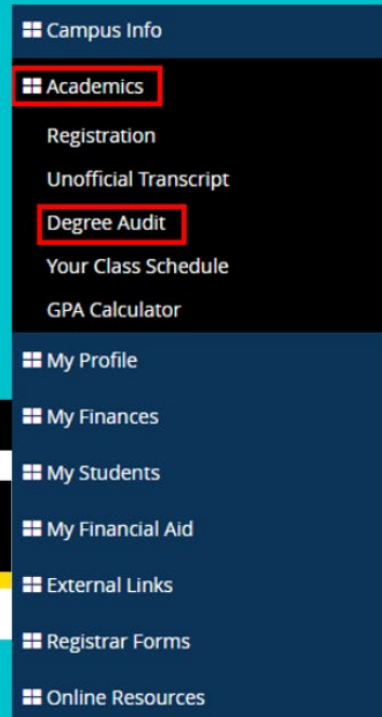
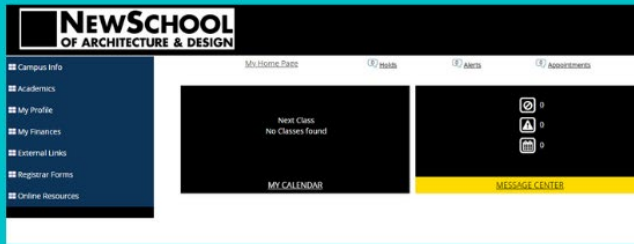
How to Add an Elective Course in the Student Portal

Step 1: Go to the Student Portal (sisportal.newschoollarch.edu) and click on the LOGIN button then click on Student Portal Homepage. Enter your NewSchool Student Email and Password to Login Homepage.

The image shows a composite of two screenshots from the Student Portal website. The left screenshot shows a dropdown menu with the following options: Student Portal Homepage, Current Student Login Here, Faculty Portal Homepage, Faculty Login Here, and Course Schedule. A red box highlights the 'LOGIN' button in the top right corner of the page. A red arrow points from the 'Student Portal Homepage' option to the right screenshot. The right screenshot shows the 'Self-Service Portal' login page. It features a 'Login to Student Portal' section with two input fields: 'Student Email Address' (containing 'christ.student@student.newschoollarch.edu') and 'Password' (with a red box around the 'Login' button below it). A red arrow points from the 'LOGIN' button in the top right corner of the page to the 'Login' button in the login form.

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Step 2: Click on Academics then click on Degree Audit




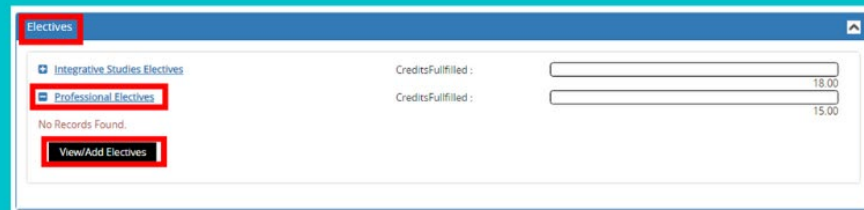
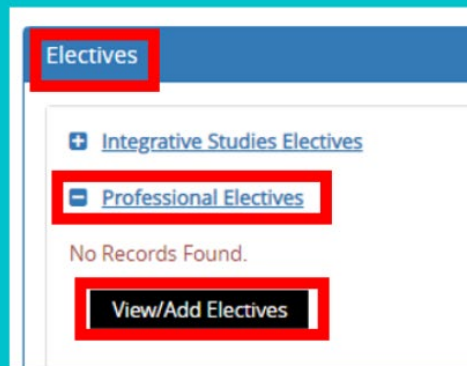
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Step 3: Scroll to the Course Categories/ Area(s) of Study Summary section and click on Professional Electives or Integrative Studies Electives

Applies to Course Category	Credits Required	(-) Credits Remaining	GPA
Bachelor of Architecture Major Core	141.00	138.00	0.00
Bachelor of Architecture Integrative Studies Core	51.00	51.00	0.00
Bachelor of Architecture Integrative Studies Electives	18.00	18.00	0.00
Bachelor of Architecture Professional Electives	15.00	15.00	0.00
Bachelor of Architecture Career Services	0.00	0.00	0.00
All/Total	225.00	222.00	

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Step 4: Scroll to the Electives section then click the  next to the type of elective you would like to add then click the View/Add Elective button



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Step 5: A new window will open with the Elective Pool Courses for the type of elective you want to add. Click the box next to the elective(s) you want to add then scroll to the bottom to click the Add Elective button.

The screenshot shows a window titled "Elective Pool Courses" with a "Close Window" link in the top right. Below the title bar is a tab labeled "Professional Electives". A table lists three courses:

	Course Code	Course Desc.	Course Credits	Course Hours
<input type="checkbox"/>	ANM321	Animation and Video Editing	3.00	0.00
<input type="checkbox"/>	AR5001	Vertical Studio	6.00	0.00
<input type="checkbox"/>	AR5051	Design Build Studio	6.00	0.00

The screenshot shows a continuation of the "Elective Pool Courses" window. A table lists four courses, with the second one selected:

<input type="checkbox"/>	AR595F	Special Topics	6.00	0.00
<input checked="" type="checkbox"/>	AR5201	Energy Analysis for the Built Environment	3.00	0.00
<input type="checkbox"/>	CSC5121	Revit MEP & Energy Analysis	3.00	0.00
<input type="checkbox"/>	AR5231	Cost Estimating		0.00

At the bottom of the window, there is a large "Add Electives" button highlighted with a red box, and a smaller "Add Electives" button is visible on the right side.

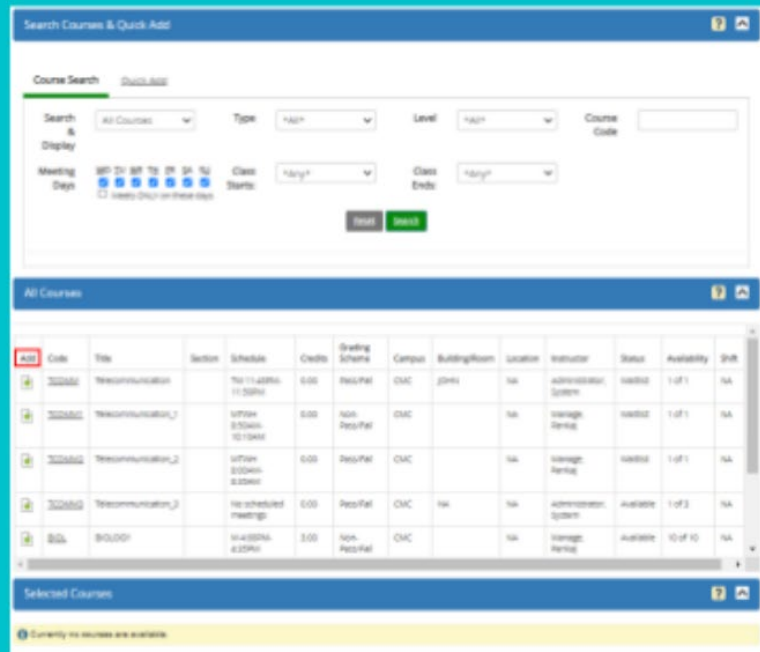
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Step 6: The course will now appear in the Required Courses section when you register. To do this, go back to the Student Portal homepage and click on Registration.

The screenshot displays the Newschool of Architecture & Design Student Portal. The navigation menu on the right side is expanded, showing the following options: Campus Info, Academics, Registration, Unofficial Transcript, Degree Audit, Your Class Schedule, GPA Calculator, My Profile, My Finances, My Students, External Links, Registrar Forms, and Online Resources. The 'Academics' and 'Registration' options are highlighted with red boxes. The main content area shows a search result for 'Next Class' with the message 'No Classes found'. Below the search result, there are two buttons: 'MY CALENDAR' and 'MESSAGE CENTER'. The 'MESSAGE CENTER' button is highlighted with a yellow bar.

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Step 7: Click on the  next to the courses you want to add in the first column



Search Courses & Quick Add

Course Search:

Search & Display: All Courses | Type: All | Level: All | Course Code:

Meeting Days: M T W Th F Sa Su | Class Starts: All | Class Ends: All |

All Courses

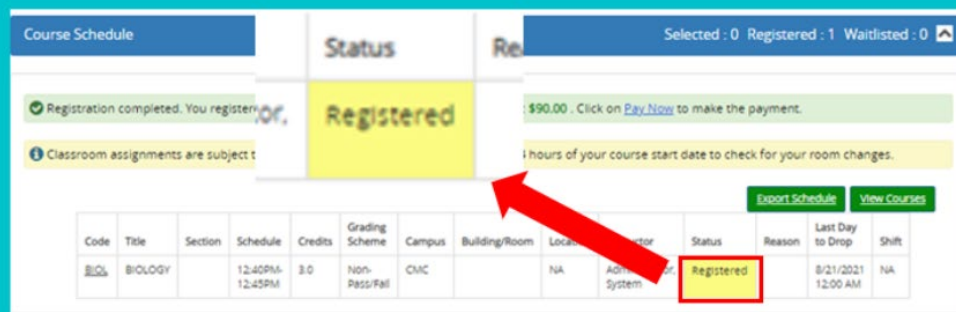
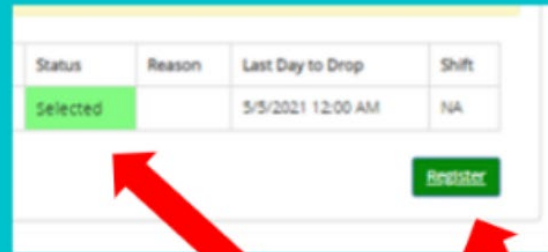
Add	Code	Title	Section	Schedule	Credits	Grading Scheme	Campus	Building/Room	Location	Instructor	Status	Availability	Shift
	202020	Telecommunication		Tu 11:20AM-11:50AM	3.00	Pass/Fail	CAC	Jens	NA	Administration System	Available	1 of 1	NA
	202020	Telecommunication_1		WTh 8:00AM-10:10AM	3.00	Pass/Fail	CAC		NA	Foreign Service	Available	1 of 1	NA
	202020	Telecommunication_2		WTh 8:00AM-8:20AM	3.00	Pass/Fail	CAC		NA	Foreign Service	Available	1 of 1	NA
	202020	Telecommunication_3		No scheduled meetings	3.00	Pass/Fail	CAC	NA	NA	Administration System	Available	1 of 3	NA
	BGL	BGL001		M 4:00PM-4:20PM	3.00	Nov. Pass/Fail	CAC		NA	Foreign Service	Available	10 of 10	NA

Selected Courses

Currently no courses are available.

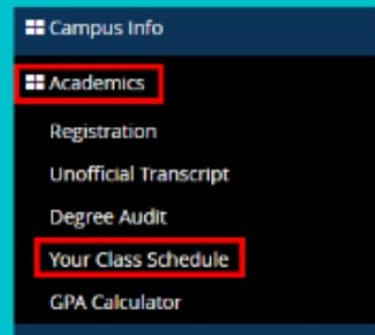
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Step 9: Click on the green Register button. The course will turn yellow and status will now be Registered.



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Step 10: Go back to the Student Portal menu and click on Your Class Schedule to get all of your course details. Click Class Schedule to download a printable PDF version.



My Class Schedule
Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

[Class Schedule](#)

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software get.adobe.com/reader/.

View by Term: Fall 2021 Quarter Full Term [Export Schedule](#)

Show **ALL** entries Showing 1 to 4 of 4 entries Previous 1 Next Search

Course	Course Title	Section	Course Start/End Date	Cr	Course Schedule	Instructor	Secondary Instructors	Last Day/Withdrawal	Status	Reason	Action
RD152	Research & Communication	1006	9/27/2021 to 12/11/2021	3.00	Click for Details	WELSH, LORI					
AR401	Architectural Practice I	1472	9/27/2021 to 12/11/2021	3.00	Click for Details	DEWULF, DANIELA	SHOENL, ROBERT				
AR423	Structural Systems II	1502	9/27/2021 to 12/11/2021	3.00	Click for Details	WELSH, LORI					
AR401	Integrative Design Studio I	1648	9/27/2021 to 12/11/2021	3.00	Click for Details	MELTZ, THOMAS					

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Questions?

Email

**advising@newschoolarch.edu or
schedule an academic advising**

appointment

**[tinyurl.com/
academicadvisingappointment](https://tinyurl.com/academicadvisingappointment)**